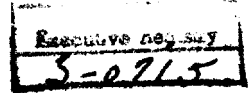


SECRET
Security Information



8 July 1952

MEMORANDUM FOR: Acting Deputy Director (Administration)

THRU: Chief, Classification and Wage Administration Division

SUBJECT: Inspection and Security Office Table of Organization.

1. The following comments are submitted in connection with the review of the attached Inspection and Security Office Table of Organization which was made by this office in accordance with paragraph 4a(1) of CIA Notice No. 67-52:

a. This proposal does not request an increase in ceiling or T/O. It is merely a reflection of the present personnel assignments and existing organizational structure.

b. The review indicated that the duties incident to the Executive Officer position will require the services of a full-time employee.

c. It is believed that consideration should be given to reducing the number of staff elements reporting directly to the Security Officer and Deputy Security Officer. This could be accomplished by transferring some of these functions to existing divisions or by the consolidation of certain of the functions. The Security Officer recognizes the desirability of doing this and has indicated that it will be considered in future planning. Continued studies and future development might even indicate the possibility of combining all staffs into one staff under a single chief of staff. This would effectively reduce the number of persons reporting to the Security Officer and Deputy Security Officer.

d. The consolidation of the Inspection and Security Office Administrative Staff and the Administrative Staff of the Special Security Division has resulted in increased efficiency. However, it is believed that the proposed Administration and Training Staff should also be responsible for all registry functions for the Inspection and Security Of-

SECRET

~~SECRET~~
Security Information

fice, including the maintenance of files and a central reference indices. In order to accomplish this, the registry functions now being performed by the Records Section of the Security Division and the Records and Control Section of the Special Security Division should be transferred to the Administration and Training Staff. This was discussed with the Security Officer who indicated that serious consideration is being given to effecting this further consolidation. He did not feel, however, that it should be accomplished until after complete plans are formulated and necessary adjustment made.

2. This office concurs in the attached T/O for the Inspection and Security Office subject to a review of the organizational structure at a later date to determine the action being taken on the proposed changes referred to in paragraphs 1c and d, above.

25X1

Chief, Organization
and Methods Service

1 Attach.
T/O

~~SECRET~~
Security Information

7

RH 7/11/5 ✓